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ABSTRACT

This guide to interactive training provides tools and techniques to stimulate the trainer's imagination to provide enriching, engaging training and an energizing learning experience. An introduction describes a REST Stop: give time to Reflect on the concept, Expand the content and Extract ideas with the intent of Stimulating imaginative Thinking. Props or training tools are listed. Chapter components are tools and techniques (what it is, what is needed, how it works); REST Stops; and training tips. Chapter 1 discusses interactive learning; learning styles; information processing; the eight intelligences; and active listening. Chapter 2 is the facilitator's code of conduct. Chapter 3 describes creating the training environment, including room designs, peripheral learning environment, and props. Chapter 4 lists options for introduction exercises. Chapter 5 explores how to create a structure to get across the content that meets participant needs, including how to meet needs of visual, physical, and auditory learners; linear and global processing; competency levels; facilitation styles; and how to create a structure for the facilitation process. Chapter 6 lists interaction activities. Chapter 7 covers effective use of assessment instruments. Chapter 8 lists debriefing techniques. Chapter 9 describes types of difficult participants and tools and techniques to handle them. Chapter 10 suggests visual aids. Chapter 11 describes closing events. Chapter 12 briefly addresses getting rid of myths. An index is appended. (YLB)

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